



Culture of Productivity Program

Change Management Program

At one point or another, every organization has experienced their teams not working collectively toward the organization's vision and aligned goals. Organizational success stems from individual success and if the individuals in your team aren't motivated, driven or just don't have the right tools they need to drive results, it will reflect overall performance.

The Culture of Productivity Program (CPP) is a multi-phased process that creates a sustainable productivity culture in support of short and long-term strategic objectives. We empower leading organizations to increase performance and work-life balance by creating sustainable cultures of alignment, focus, integrity, and accountability.

This interactive, customized approach will formalize your vision and create a culture of accountability throughout your company. Set apart from other strategic plan processes, this program focuses on values and objectives, elevating the integrity of your business. It is tactical and sustainable, including implementation and tracking processes for real results in real time. It aligns staff and leadership, drives the execution of your strategy with purpose, helps orient new employees quickly, and establishes a model for sustainability.

The CPP fully utilizes the expertise of our subject matter expert consultants to guide you through a six-phased process beginning with preparing your leadership and organization for change, creating strategic action and accountability plans, and implementing these plans across all functions and levels. It includes a series of planning sessions and workshops, followed by ongoing training and course correcting.

Everyone will not only understand the overall strategy and their role in executing it, but also how it translates into their objectives and how they will be measured against them. You will have processes in place to implement the plan across multiple levels and departments, track overall progress over time, and sustain the program.

Program Outline

1. Preparing Leadership for Change - The Executive Sponsor positions the Culture of Productivity Program (CPP) for the Leadership Team. A series of communications, interviews, and productivity seminars are scheduled to increase individual performance so that the Leadership Team is demonstrating and leading in the area of productivity, work/life balance and improved results.

- o Productivity baseline assessment
- o Executive team readiness
- o Organization messaging

2. Leadership Creates a Strategic Team Plan - The Strategic Team Plan (STP) is a one-year plan, based on the organization's three and five-year objectives. This ensures the Leadership Team has a very clear direction and focus for the year based on longer term goals. The plan is created by the Leadership Team, so they are in alignment with, excited by, and accountable for the plan and its results.

- o Preparing leadership for the STP
- o Preparing the STP formalized draft
- o STP off-site session
 - Completing the prior year
 - Creating context for the new year
 - Completing the STP

3. Leadership Team Implements Accountability Plan - This phase helps the Leadership Team create a sustainable culture of alignment, focus, integrity, and accountability. How does the Leadership Team hold itself accountable on an ongoing basis? What systems are used to support the Team's commitment to the Strategic Team Plan throughout the year?

- o Implementing accountability review schedule
- o Developing metrics, reporting and reference files
- o Learning and deployment of accountable

4. Preparing the Organization for Change - This phase supports the positioning and messaging of the CPP, so employees are excited about the changes and are ready to get on board. An internal sponsor is selected to drive and implement the CPP change process coached by an Executive MPS Consultant. A series of communications, interviews and productivity coaching sessions are scheduled to ensure the environment is prepared for the changes and the implementation is successful.

- o Email readiness
- o Organization readiness

5. Implementing the STP Plan Process Throughout the Organization - The STP is designed to be implemented throughout the company, enabling all divisions to create and implement their own Strategic Team Plans. This creates powerful individual, team and organization alignment and increases performance, values, and work/life balance. This process ensures all employees are focused on completing actions that support the company Mission Statement, Values, Long-Term Goals, and their own Meaningful Objectives.

- o Creating steps to cascade plan throughout
- o STP offsite sessions

6. Implementing the Accountability Plan Process Throughout the Organization - It is important that the CPP is built into the management structure and processes of the company so that everyone is held accountable for completing the plan and, where appropriate, can renegotiate, disengage, or delegate parts of the plan. This is the phase that creates sustainability that ensures true productivity takes place and is the most important phase of the CPP.

- o Implementing metrics, reporting, and reference files
- o Implementing accountability calendar
- o Identify ongoing services and products to support progress

“Being invited to participate in this program has been the greatest opportunity I could have been given as a leader in our organization. This has been an incredible journey of self-reflection and learning that I would not have missed for the world. This process has transformed me as a leader and has also transformed how I show up in my personal life as well. My journey is not over yet and I am excited to see where we go from here.”

-Karen Vitgenos, Boulder County